

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Senior Accountant			<i>Date:</i> Feb 21, 2001
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0716	<i>Adm. Rev.Date:</i>

### GENERAL DESCRIPTION

Prepares advanced, complex income and expenditure statements and reports; analyzes data, reports and records; reconciles accounts and/or statements as required; verifies the accuracy of vouchers, accounting classifications and records; conducts special studies to review accounting methods and procedures. Uses both personal computer and college-wide applications to input, retrieve, display, edit, reconcile and report information as necessary. May exercise considerable initiative in order to obtain job objectives. May direct and check work of clerks and accountants. Maintains knowledge of advanced accounting procedures.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Maintains files and records (both computer and documents) as required.	15%
2.*	Processes invoices, vouchers, records, purchase orders, contracts, check requests, etc. as assigned.	20%
3.*	Reviews, calculates and analyzes accounting ledgers, payroll, benefits, budget(s), salary attrition, A/P, A/R, FSPD, petty cash, and other accounts as necessary.	25%
4.*	Maintains validity and integrity of accounts and/or funds.	10%
5.	Prepares budget and budget amendments.	5%
6.*	Prepares periodic and special reports of account status or analysis as required (Perkins loans, grants, annual financial report, etc.) to include reconciliation of state and federal funds.	10%
7.	Reviews lower level accounting work assignments for accuracy and completeness.	5%
8.	Creates, inputs, maintains and prepares computer records and reports as requested. May include higher level functions, depending on computer proficiency.	5%
9.	Interacts with students, general public, and college staff to share information. Provides procedures and addresses pertinent issues to include conducting accounting procedure training.	5%
10.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Sr Accountant	<i>Class Code:</i> E0716	<i>Level:</i> G
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years of prior related work experience.	
<i>Planning:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses. No impact on grant funds.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Regular internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular external contacts to carry out programs and to explain non-specialized matters.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires original and creative thinking to develop new, moderately complex, results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	